

Delph Primary School



Care, Control, Safety and Security Policy

All Staff

Each employee has a responsibility to ensure his/her own safety and that of others.

Their main functions are:

- Day to day management of health and safety in accordance with the Health and Safety Policy
- Checking classroom and work areas are safe
- Checking equipment is safe before use
- Ensuring safe procedures are followed
- Ensuring protective equipment is used when needed
- Participating in inspections by the Health and Safety Team if appropriate
- Bringing any concerns to the attention of the relevant person

Class teachers

Class teachers are responsible for the safety of pupils/students whilst in their care i.e. in classrooms, outdoors and off school premises in school hours.

Where teachers have concerns regarding safety issues (children, resources, equipment) they should discuss them with the Head teacher.

Class teachers should:

- Control and supervise pupils and ensure that safety rules are followed and protective equipment is used.
- Know and ensure various safety procedures applicable to their areas are followed, including knowing the location of safety equipment and its proper use.
- Ensure that safety instructions are clear and understood by pupils and check, as necessary, they are being followed.
- Ensure that before the start of any activity a risk assessment has been carried out and any necessary protective clothing is used and any special safety procedures are followed
- Advise the Headteacher of any hazards found
- Have a clear understanding with any classroom support assistants of how their duties are carried out to avoid any misunderstandings which could give rise of risk to pupils and/or adults

Security of the Premises

- The caretaker, Headteacher, Deputy Headteacher and Chair of Governors are designated key holders for the school premises and responsible for the security of the building.
- The caretaker is responsible for the maintenance of all door locks and catches that ensure that the security system works efficiently.
- Before leaving the premises the caretaker or key holder has a duty to ensure that all windows and doors are closed and secure, the security alarm is set and the school gates locked.
- If the caretaker is absent then this becomes the responsibility of the Head teacher or Deputy Headteacher, unless an appropriate cover caretaker is in place.

- During the day the Headteacher is responsible for the security of the premises. All external doors should be locked promptly when children have entered the building at the beginning of the day. Latecomers or visitors must enter via the main entrance and sign in at the school office.
- The infant gates will be locked promptly in the morning and re-opened at the end of the day.
- At drop-off and pick-up times, parents must collect their child from the relevant playground. Parents entering the school building for appointments/volunteering must sign in at the office.

General Supervision of Children

- Parents/Carers are responsible for their own children in the playground at the beginning and end of the school day.
- Teachers and support staff are responsible for the supervision of children in school. This includes ten minutes after school, after which children not collected will be brought to the school office.
- Registers will be marked at the beginning of both morning and afternoon sessions
- Children arriving late must sign in at the school office.
- Absences must be marked with the relevant symbols and concerns regarding absence should be discussed with the Headteacher
- Children doing activities inside school during break times must be supervised
- Children will be supervised on the playground by staff at break time and Mid-day Supervisors at lunchtime. Staff on duty must be outside promptly at the beginning of play time.
- During wet playtimes children will be supervised indoors by the staff on duty. Children should be settled with wet play time activities and clear expectations given. If it starts to rain during play time children will be escorted in and staff informed.
- Safe and positive play will be encouraged at all times.
- Children are not allowed to leave the school premises unless they have a valid reason for doing so, prior permission has been given and they are collected by a parent/carer. All adults must report to the office when collecting a child and sign them out.
- Any child still left at school after 3.25pm should be brought to the entrance hall and supervised by their teacher/other staff member whilst efforts are made to contact home. If contact has not been made by 4pm senior staff should be informed and the LA protocol followed.

Play Time Supervision

The safety and welfare of the children is of paramount importance.

- Staff on duty are expected to be out on the playground promptly at the start of playtime
- Children should be encouraged to go to the toilet on the way out to the playground
- Safe and positive play will be encouraged at all times
- Play equipment will be available every day. Only soft balls are allowed on the playground.
- Pupils should not play near or sit on the railings, fences or bins. Playtime boundaries are made explicit to children on a regular basis.
- Play fighting and rough games are not allowed.
- At the end of play time a bell will be rung to signal play has to stop and the children must stand still before being asked to line up. The bell will be rung outside the staffroom first, informing staff of the end of break, and staff must leave promptly in order to collect the children and escort them back to class.

Visitors to School

All visitors must report to the school office and sign in, stating the reason for their visit, their arrival and departure time. There is no automatic right of entry for visitors. The Headteacher reserves the right to refuse entry to any visitor to the school if they have a good reason for doing so.

All visitors to classes will be issued with a “visitors badge” by the office staff. Maintenance and building workers will be signed in and supervised by the Caretaker or another member of staff. Any unknown person not wearing a badge should be challenged by staff and reported to senior staff. If visitors wish to see a member of staff, then the member of staff will be contacted by the office or the Headteacher.

If children are to be collected by a parent/carer during lesson time (by prior arrangement) they will be brought to the entrance hall to meet their parent/carer by the office staff. Staff should, whenever possible, arrange to meet visitors outside of lesson times.

Personal Safety for Staff

The school aims to provide a safe and secure environment for pupils, staff and visitors whilst reducing the risk of threat or aggression which can damage morale and relationships with pupils, parents, carers and colleagues.

Staff should assess any situation and determine whether they are able and confident to manage the situation alone. Staff should always discuss any issues or concerns with the Headteacher. If you get into a confrontation situation, remain calm, attempt to move the situation forward or walk away and seek the support of another member of staff.

Any incident, which has included threatening or aggressive behaviour, must be recorded and a complaint procedure implemented. Violent Incident forms should be completed and returned to the Health & Safety Team at the LA. Copies of LA protocols and policies are found in the H & S file.

The Headteacher and Governors reserve the right to ban any individual from the school premises who disrupts the smooth running of the school, or who behaves in a way that threatens the health and safety of any staff member, pupil or visitor to the school.

Child Protection

Any incidents that involve Child Protection issues must be dealt with in accordance with the school’s Safeguarding Policy.

Mrs Leigh is the Designated Safeguarding Led (DSL) in school.

Any incidents that involve the safety of children in, around and on the way to and from the school from suspicious individuals should be reported to the Police and “School Safe”. The School Safe system enables fast communication across schools in the LA to alert staff to be mindful of possible events/individuals. The School Safe contacts list is displayed in the School office and the Headteachers office. Senior staff should always be made aware of any incidents as soon as possible and all incidents logged on CPOMs.

Occupational Stress

Employers have a duty of care under the H & S at Work Act 1974 to take reasonable practical steps to protect the health of employees. Excessive stress can produce emotional, physiological and behavioural reactions which can be damaging to health as well as reducing employee’s efficiency and effectiveness at work. Governors have adopted the LA Managing Stress policy in order to implement good practice to balance the needs of the school and the health and well being of staff.

Staff will have the opportunity to discuss their roles and responsibilities as part of the Staff Appraisal cycle. Senior staff will try to be aware of the effects of change on staff well being and work-life balance. Informal and formal opportunities for consultation will enable staff to discuss issues arising from proposed changes. Senior staff will try to support colleagues who may be experiencing stress.

The Governors and Headteacher will fulfil statutory requirements of Workforce Reform to enable staff to carry out their roles and responsibilities efficiently. Stress management training is recommended to be undertaken by senior staff.

This policy should be read in conjunction with the schools other Health and Safety policies.

Approved by:	Finance, Personnel, Premises & Safeguarding Committee
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